



2021

# Urban & Community Forestry Grant Program Request for Proposals

Proposals Due: 5:00 pm EST March 31, 2021



January 1, 2021

## I. Overview & Schedule

The NCFS Urban & Community Forestry (U&CF) Grant Program provides cost-share grants to North Carolina governments, public educational institutions and organizations for U&CF projects located within the boundaries of a North Carolina incorporated municipality. Each year, Requests for Proposals are accepted, and projects of merit that meet the goals and objectives of the program are awarded grants as funding is available. Funding for the program is provided by USDA Forest Service as authorized by the Cooperative Forestry Assistance Act of 1978 (P.L. 95-313).

The goals and objectives of the NCFS U&CF program are outlined in the North Carolina Forest Action and Strategic Plans. The NCFS U&CF program goal is to:

**Enhance the benefits and sustainable management of urban forests.**

### **Project Funding**

**A minimum of \$2,500 and maximum of \$15,000** in Grant Funding is available for a grant project. Funding is for programs, projects or activities not currently being funded and cannot be used to substitute for existing funds. Funds may be used within existing programs to initiate new program development or program expansion.

### **Grant & Grantee Eligibility**

- The Grant project(s) must be located within the municipal boundaries of an incorporated North Carolina Village, Town or City.
- Eligible Grantee Organizations
  - Municipal, County or State government
  - Public educational institution
  - IRS approved non-profit 501(c)(3) organization
  - Home Owners Association

### **Schedule**

#### Proposal Phase

- **January 1, 2021** – grant proposal period opens
- **January 20 & 22, 2021** – grant proposal webinars
- **March 31, 2021, 5:00 PM EST – Grant proposals due**

#### Proposal Review & Award Phase

- **April 1- May 15, 2021** – Proposal review
- **June 30, 2021** – Grant award

#### Grant Contract Phase

- **July 1- August 15, 2021** – Grant contract preparation and execution.
- **September** – Contract start; date will be assigned by North Carolina Forest Service.
- **November 30** or at the end of 3 months – First interim status report
- **March 31** or at 7 months – Second interim status report

- **May thru June** – Close of State fiscal year. No requests for reimbursement will be processed.
- **June 01** – Deadline to request time extensions and modifications.
- **July 31** – Contract ends and final reports due unless a time extension is authorized.
- **July 31** or 15 days after contract end date – Deadline for final reimbursement requests and final reports.

## **II. Federal Grant & Grant Contract Requirements**

The following are Federal and State requirements for grant applicants and grantees of an NCFS U&CF grant. Applicants awarded a grant will enter a grant contract with the North Carolina Department of Agriculture. There are stringent expense restrictions and reporting requirements which if followed diligently are not difficult to managing a grant project. Applicants should be diligent in preparing their grant proposal thoroughly and accurately and be prepared to fulfill all the requirements if awarded a grant. Failing to fulfill the application requirements will disqualify an application. Failing to fulfill the grant contract and reporting requirements may result in the termination of the contract or non-payment of project expenses.

### **Organization History Receiving >\$750,000 in Federal Funding**

Organizations which have received  $\geq$ \$750,000 in Federal funding in the prior fiscal year are required to provide a copy of, or link to, that year's audit as posted to the Federal Audit Clearing House: <https://harvester.census.gov/facweb/>

### **Data Universal Number System (DUNS) Requirement**

All grant applicants and grantees are required to have and maintain a DUNS number. A DUNS number is a nine-character code that identifies your organization and is a tool of the federal government to track how federal money is distributed. To acquire a DUNS number, visit this Web site: <http://fedgov.dnb.com/webform/displayHomePage.do>

### **System for Award Management (SAM) Requirement**

All grant applicants and grantees are required to have and maintain a Federal Award Management Registration (SAM). To obtain a SAM registration go to: [SAM Registration Help Desk](#).

### **Grant Project Budget**

Grant project expenses are funded with 50% Grant Funding and 50% Matching contributions (Match). Funding is for programs, projects or activities not currently being funded and cannot be used to substitute for existing funds. Funds may be used within existing programs to initiate new program development or program expansion.

### **Grant Funds**

Project costs for which you are requesting grant funding. Retail costs for goods provided or billable rates for services rendered.

### **Indirect (administrative) Costs**

Indirect costs are administrative costs associated with managing a grant project. Grant funds for Indirect Costs are not permitted however they can be used as a Match expense.

### Tools & Equipment

The cost to purchase tools and information technology equipment (including information technology systems) are an eligible expense. A per unit cost of \$5,000 or more requires pre-authorization from the North Carolina Forest Service. For more information regarding equipment purchasing requirements can be found at; [§ 200.33 Equipment](#) and [§200.439 Equipment and other capital expenditures](#) .

### **Match**

Grant Funds must be matched \$1: \$1 with Cash, In-Kind services or Donated Goods and Services and must come from non-federal sources. Matching funds for this project may not be used as a match for any other federal cost-share project.

Cash Match – Grant project expenses paid by the grantee.

- Cost of goods furnished or hourly rates for personnel and equipment invoiced.

In-Kind Match – Grant project expenses of for personnel working on the project, equipment used, and volunteers working on the project.

- Personnel & Equipment – your organization’s hourly personnel or equipment rates.
- Volunteer Rates
  - Volunteer services charged to the grant must make a meaningful and desirable contribution to the project. Volunteers must possess the required qualifications in the skill or professional involved and must perform that specific work. Rates claimed for volunteer services must be consistent with those regular rates paid for similar work in other activities of the State Government. In those instances, in which the skills required for are not found in the State Government, rates used must be consistent with those paid for similar work in the labor market in which grantee competes for the kind of services involved.
  - If a volunteer performs services outside his profession or trade, this volunteer time must be valued at the Federal minimum wage rate unless a higher rate can be documented as applicable.
  - For more guidance go to:  
[https://www.fs.usda.gov/naspf/sites/default/files/matching-funds-guidelines\\_0.pdf](https://www.fs.usda.gov/naspf/sites/default/files/matching-funds-guidelines_0.pdf)

### Donated Goods & Services

Retail cost for goods or the service providers billable rate for services.

### **Ineligible Grant & Match Expenses**

- Any expenses and staff or volunteer time incurred *before or after* the contract period.
- Any expense not part of an *approved* budget.
- Costs associated with *preparing* the grant application.
- Salaries of current staff, although they may qualify as match.
- General overhead and administration charges (Indirect), although they may qualify as match.
- Expenses not supported by proper documentation.
- Shrubs, flowers or groundcovers, although they may qualify as match.
- Costs associated with regular and persistent tree maintenance.

- Cash Funds used to satisfy match of other federal grants cannot be claimed as match for this grant.
- North Carolina Forest Service employee time/assistance with grant project.

### **Competitive Bidding for Products & Services**

Procurement of all products and services shall be conducted in a manner to provide, to the maximum extent practical; open and free competition. Further requirements can be found in OMB guidance in subparts A through F of 2 CFR Part 200, as adopted and supplemented by the USDA in 2 CFR Part 400. Any sub-award must follow the regulations found in 2 CFR 200.330 through.332.

#### **SERVICES OR SINGLE ITEMS GREATER THAN \$2,500**

- You must obtain and submit a **minimum of 3 written quotes** for any contracted service or single item greater than \$2,500 *prior* to submitting the application. Quotes must be written (copies of an email, fax, or formal bid are acceptable). NCFS must be notified prior to purchase or contract for any approved expenditure greater than \$2,500.

**Program Income** – Program income is gross revenue generated by a grant-supported activity. Examples of program income include workshop registration fees, revenues from the sale of publications, royalties, and others.

- In cases where a profit is realized from a grant funded activity, grantees must report to NCFS the amount of profit and apply it directly to the grant-funded project, reducing the over-all grant amount. Exceptions may be made, upon request, where program income is used to further support the goals and objectives of the specific grant and the NC Urban and Community Forestry Grant Program. If these conditions cannot be met, then the funds must be returned to the State of North Carolina. Further requirements can be found in OMB guidance in subparts A through F of 2 CFR Part 200, as adopted and supplemented by the USDA in 2 CFR Part 400. Any grantee must follow the regulations found in 2 CFR 200.330 through.332.

### **Grant Payments are made on a Reimbursement Basis**

Grant payments are made on a reimbursement basis. A total of three (3) payments will be made unless otherwise agreed; two (2) interim reimbursements during the contract period and the final reimbursement. **This means that your organization must have funds available to cover grant expenditures until reimbursements are made.** If all documentation is in order, the Request for Reimbursement will be processed, and payment made within one month from the date the request is received **except during the closure of the State's fiscal year**. Incomplete documentation is the most frequent cause of reimbursement delays.

- Reimbursement requests received in **May through early June** will not be processed for payment until July.
- **For each interim reimbursement request, 80% of approved expenditures will be reimbursed to the grantee and 20% will be withheld until the project is completed. The 20% withholding will be billed on the final reimbursement request and paid if all required documentation, accomplishment reports, and final products are received.**
- No reimbursements can be made for expenditures dated before the contract start date or after the contract ending date. All matching contributions must also be made during the



contract period. The only exception is if a time extension has been approved and the contract has been amended.

### **Grant Reimbursement Documentation**

Grantees must provide documentation proving all Grant Fund and Match expenses and proof of payment of those expenses. Grantees must use NCFS U&CF Grant reporting forms which can be found at: [https://ncforestservice.gov/Urban/urban\\_grant\\_instructions.htm](https://ncforestservice.gov/Urban/urban_grant_instructions.htm). The following table summarizes the requirements.

<b>Expense &amp; Match Documentation Requirements</b>		
<b>Activity</b>	<b>Proof of Expense</b>	<b>Proof of Payment</b>
Employee & Equipment Time	<u>NCFS U&amp;CF Employee &amp; Equipment Time Sheet</u> , signed by employee and supervisor <b><u>or</u></b> Grantee Payroll Report	NCFS U&CF Employee & Equipment Time Sheet <b><u>plus</u></b> cancelled check, <b><u>or</u></b> Grantee Payroll Report
Donated Goods or Services	<u>NCFS U&amp;CF Donated Goods &amp; Services Form</u>	Signed by Donor & Recipient
Goods Purchased or Services Rendered	Invoice	Cleared Check <b><u>or</u></b> vendor receipt showing zero balance
Program Event Attendance	<u>NCFS U&amp;CF Attendee Log for Education or Training Event</u> , <b><u>or</u></b> Event registration report or log	Log signed or initialed by attendees as proof of attendance
Volunteer Time Provided	<u>NCFS U&amp;CF Volunteer Event Time Log</u> <b><u>or</u></b> <u>NCFS U&amp;CF Volunteer Time Sheet</u>	Signed by Volunteer & Supervisor

### **Grant Contract Requirements**

Grantees must comply with all applicable state and federal regulations. Project records must: (1) comply with generally accepted accounting principles; (2) document allowable costs; (3) be supported by source documentation such as canceled checks, paid bills, payrolls, time and attendance records and contracts; and be **maintained for 5 years** following the end of the contract period. NC Department of Agriculture & Consumer Services contract forms are required to initiate all funded projects. ALL applicants are referred to the following documents for federal administrative standards, cost principles and auditing standards:

- 2 CFR 200 [https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

### **Interim Status & Final Accomplishment Reports**

Three (3) reports are **required** during the contract period. Instructions and forms are available online at: [https://ncforestservice.gov/Urban/urban\\_grant\\_instructions.htm](https://ncforestservice.gov/Urban/urban_grant_instructions.htm).

1. Interim Status Reports – two (2) reports; first interim report by November 30<sup>th</sup> or three (3) months after the contract start date and the second by March 31<sup>st</sup> or 7 months after the contract start date. Additional Interim Status Reports may be requested and required.
2. Final Accomplishment Report and Accomplishment Narrative – July 31 or 15 days after the contract end date).

### **Grant Receipt Recognition at Events & on Publications**

All materials produced, and events held as part of the grant funding (including announcement flyers, scholarly works and theses) **must** recognize the funding support of this program by including the following statement, or alternate acknowledgement **pre-approved** by the North Carolina Forest Service:

- **“Funding for this project was provided in part through an Urban & Community Forestry Grant from the North Carolina Forest Service, Department of Agriculture and Consumer Services, in cooperation with the USDA Forest Service, Southern Region.”**

### **Finished Products**

All publications, videos or CDs created for distribution to the public for informational or educational purposes must be submitted to NCFS for approval prior to printing (excluding announcement flyers) and include a statement of non-discrimination. The NCFS does not limit the usage of Grant products or data by the Grantee after the grant contract has been successfully closed.

Unless prior arrangements are made, two (2) hard copies and one (1) digital copy of all finished products funded or otherwise developed under the grant must be furnished to NCFS when the final request for reimbursement is submitted. These include copies of reports and publications produced, such as: tree inventory reports, master plans, landscape plans, brochures, newsletters, publications, and videos, etc. Physical accomplishments may be verified by site visits.

### **Copyright**

Grantees are permitted to copyright documents developed as part of a grant project, however, the USDA Forest Service and State of North Carolina shall reserve a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, the work for Government purposes.

### **Acknowledgement Letters**

Grantees are encouraged to compose and send a letter to their respective US Representative, both North Carolina Senators and their NC House Representative and NC Senator. The letters are designed to inform our leadership of the receipt of the grant funds as part of the Farm Bill from the US Forest Service, administered by the North Carolina Forest Service, and highlight the importance of the federal grant funds in helping local communities develop or expand their urban forestry programs and managing their urban forests in a sustainable, productive manner. The names and address of all current legislators can be found at <https://www.ncleg.gov/FindYourLegislators>

### **Non-Discrimination**

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status (Not all prohibited bases apply to all programs). Persons with disabilities who require alternate means of communication of program information (Braille, large print, audiotope, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

- To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-A, Whitten Building, 14<sup>th</sup> and Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

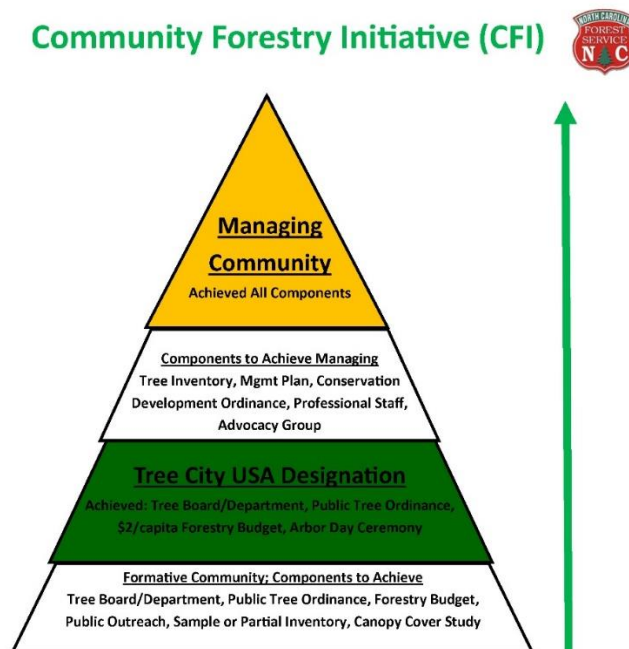


### III. Grant Project Guidelines, Requirements & Award Review

#### Grant Project Goals

There are two complementing goals of the NCFS U&CF Grant Program. The first is to increase the level of sustainable urban forest management in our communities. The second is to enhance the public's knowledge of urban and community forestry, conservation, and best management practices and the economic, human health and ecosystem services community forests provide. This is accomplished through the Grant program by funding projects in two broad categories: Management and Education & Outreach.

U&CF Management and Education & Outreach projects work in concert to move a community up the U&CF management ladder to sustainable management (see chart below). We classify where a community is in this process starting at a Formative stage, followed by the Tree City USA designation milestone and culminating at the Managing designation. Measuring where a community is in this process is measured by the accomplishment of U&CF Components.



Your Grant Project should demonstrate how it addresses a community need and furthers achieving Tree City USA or a Managing Community Designation by accomplishing a U&CF Component working in concert with the local community(s) in your project area(s).

#### **Requirements and Guidelines for All Projects**

- ✓ The primary goal(s) of the project must fall within the jurisdictional boundaries of an incorporated North Carolina municipality(s).
- ✓ All project deliverables should be self-sustainable at the end of the project or work to become sustainable in the short term.
- ✓ All projects should include a U&CF educational component.
- ✓ All projects should include public participation.

- ✓ All projects should actively engage the local municipality and partners in the project as well as the use of volunteers.
- ✓ Investigate and provide population demographics and partners within the project area and work inclusively to involve the entire community population and partners in the project.
- ✓ Where possible engage and serve underserved communities and populations.
- ✓ You are encouraged to engage NCFS District/County staff for participation in the project.
- ✓ **Tree Planting/Forestation** – Tree planting projects are not eligible. Grant funding for tree planting is available as part of a project but it must be limited in scope and used as part of an educational or outreach component of the project.
- ✓ ANSI A300 Standards & International Society of Arboriculture (ISA) Best Management Practices
  - ✓ Educational programming, publications and training completed or produced as part of a grant project should cite and utilize these standards.
- ✓ Urban Forestry Professional Services/Consultants
  - ✓ Must be adequately credentialed for tasks/role on the project:
    - ISA Certified Arborist
    - ISA Municipal Specialist
    - ISA Tree Risk Assessment Qualified
    - NC Registered Forester
    - Registered Consulting Arborist
    - American Institute of Certified Planners

## **Grant Project Types, Components & Restrictions**

The following are the eligible grant projects, restrictions and guidelines. They are organized by:

### **Project Category: Management or Education & Outreach**

**Project Type (Primary Goal):** Inventory/Assessment, Management Plan Development, Ordinance Development, Professional Staff & Development, Education & Training, Advocacy Group Development

#### **Project Component** – project strategy/objective

Your Project's primary goal will be to complete one of these Project Types but may include completing several. The Project Component is the objective/strategy you will employ to accomplish the project goal(s). If you have a Project Component in mind that is not listed here, you may submit a proposed Project Component, but it must be consistent with the definition of one of the Project Types and you will need to justify it in your proposal.

### **Management Projects**

**Inventory/Assessment** – An inventory of public trees or a tree canopy cover assessment for planning and management purposes.

Eligibility – Varies by Project Component.

## Requirements

- ✓ A report summarizing the inventory methodologies, forest management findings and ecosystem services provided based on the inventory data is required.
- ✓ You are also required to discuss how and when a respective Management Plan will be developed based on the findings of the Inventory/Assessment.
- ✓ Match the community's capacity and CFI development designation.

### ➤ Tree Canopy Assessments

Eligibility – All municipalities and organizations

- Community Wide Assessment or Localized Geographic Project Area
  - A satellite imagery or aerial photography-based study that identifies current vegetative cover, cover types, land use and respective community percent cover using i-Tree Tools or another GIS-based tool.

### ➤ Tree Inventories

#### Requirements

- ✓ Inventories of trees must be completed by a qualified urban forestry professional.
- ✓ Data collected for each tree must include data to facilitate work planning, tree population statistics, ecosystem services calculation and mapping.
- Sample Inventory – A statistically valid sample inventory of trees in a community or defined area within the community. The resulting data will provide statistical estimates of numbers trees, tree species, condition, age and management need for planning purposes.
  - Eligibility – All municipalities and organizations
- Partial Tree Inventory – A partial inventory with a list of trees or sites for a segment of the community tree population. The list must provide enough information about the location of the tree/site to direct a crew to the tree/site to perform the work the inventory was designed to identify. Examples include:
  - Tree Risk Inventory – An inventory of trees that requires pruning or removal due to the risk they pose to public safety.
  - Forest Health Inventory – An inventory of trees that pose a forest health risk due to a species-specific insect pest or disease threat or are an invasive plant species threat.
  - Tree Planting – Inventory of sites to plant trees. Funding and a schedule to plant trees must be included. An ideal project for volunteers.
  - Eligibility – All municipalities and organizations
- Complete Tree Inventory – An inventory of all the trees located within a defined geographic location.
  - Complete – Complete inventory of all public trees in a community. Designated computer software to manage the inventory data must be included.
    - Eligibility – Managing municipalities.
  - Specific Geographic Project Area – Inventory of all trees on a project area.
    - Eligibility – All municipalities and organizations.

**Management Plan Development** – Development of management plans or U&CF activity standards and specifications.

Eligibility – All municipalities and organizations.

Requirements

- ✓ A management plan must be based on an inventory/assessment completed within the last 2 years. The inventory must have collected all the necessary management information (data) necessary to develop and implement the respective management plan strategies.
  - ✓ You are also required to discuss how and when respective management strategies will be implemented.
- Management Plan – A comprehensive plan that establishes policies, goals and objectives for the management of the eligible applicant's forest resources. It must include public input and development may be led by a consultant.
  - Canopy Cover Plan – A comprehensive plan that sets canopy cover goals and strategies to conserve and increase canopy cover. The project must include ceremonial or educational tree planting.
  - Urban Forestry Standards & Specifications Document – Arboricultural and ecosystem service standards and specifications guiding green infrastructure development and/or the planting, maintenance and protection of community trees.

Other types of eligible plans:

- Risk Tree Reduction and Replanting Plan – A plan to mitigate trees that pose a risk to public safety and a tree replacement strategy.
- Insect Pest/Disease or Invasive Plant Mitigation Plan – A plan to mitigate the threat posed by invasive insects/diseases or invasive plants to public trees and urban forest health. The plan includes steps for mitigation and a tree replacement strategy.
- Tree Emergency Response Plan – A plan that details how a community will assess damages and respond to a damaging weather event or other type of disaster.
- Planting Plan – A tree planting plan for the entire community or specific project detailing standards and specifications matching species selection with planting site conditions, funding and implementations strategies. The project must include ceremonial or educational tree planting.

**Ordinance Development** – Projects to develop or revise a tree/urban forestry ordinance.

Eligibility – County government and municipalities

Requirements

- ✓ County government and municipality must have or propose the development of a public tree ordinance.
- ✓ A specific department or governmental job title must be designated to enforce and implement the ordinance.
- ✓ Ordinances regulating tree removal on private property outside of the land development approval process or historic tree programs are not eligible.

- Public Tree Ordinance – An ordinance that establishes municipal authority over the management of public trees and sets management policy and standards.
  - Eligibility – All counties and municipalities
- Conservation Development Ordinance – An ordinance that directs tree and other natural resource conservation during development.
  - Eligibility – Tree City USA or Managing municipalities
- Landscaping Ordinance – An ordinance that specifies landscaping requirements for existing properties or properties under development.
  - Eligibility – Tree City USA or Managing municipalities
- Historic/Legacy Tree Ordinance – An ordinance that provides protection for individual trees of historical significance.
  - Eligibility – Tree City USA or Managing municipalities

**Professional Staff & Development** – Professional training for municipal staff in urban and community forest management or funding for a U&CF staff position or consulting arborist/forester.

Eligibility – All municipalities.

Requirements

✓ **See Requirements and Guidelines for All Projects above (pages 7-8)**

- Professional Training, Certifications, & Credentialing – Projects that promote an increased level of professionalism within the community forest management program.
  - Certifications, Credentials or, Formal endorsements from one of the following organizations.
    - International Society of Arboriculture
    - Society of Municipal Arborists
    - Tree Care Industry Association
- In-House Training and Continuing Education – Enhance the technical knowledge and skills of individuals involved in urban forest planning and management. Proposals may include costs associated with attending an educational event (registration, travel, and lodging expenses) and/or the purchase of reference materials for self-study.
- Professional Urban Forester – Partially fund the salary of a staff person or annual contract for professional services with a qualified urban forestry consultant. This will be a 2-year contract. Grant funding will be 50% the first year and 25% in year two. A job description detailing the duties of the position or contract terms for consulting services must be included with your proposal.
  - New Staff Position – Creation of a new full or part-time position, to include salary and fringe benefits. Job duties must directly relate to the management of the communities' urban forestry program.
    - Eligibility – all municipalities
  - Existing Position Reclassification – Partially fund the salary increase of an existing position commiserate with an increase or change in job duties which would include duties related to an urban forester/arborist.
    - Eligibility – all municipalities
  - Professional Services Contract – Partially fund an annual contract for consulting services with a qualified urban forestry consultant. Funds may not be used to

contract tree care or maintenance services (pruning, removal, treatment, planting, etc.).

- Eligibility – all municipalities

## **Education & Outreach Projects**

Eligibility – All eligible applicants.

Requirements

- ✓ **See Requirements and Guidelines for All Projects above (pages 7-8)**

**Education & Training** – Projects that provide educational programming or training for the public or target audience in urban and community forestry, the proper planting and maintenance of trees, and the human health benefits, economic benefits and ecosystems services trees and forests provide for our communities.

- **Educational Workshops** – Conduct local seminars, training sessions and workshops for the general public or target audiences. Funds may cover brochure development, mailings, speaker fees, audio/visual equipment rental and related costs.
- **Media Products & Campaigns** – Development and production of educational materials or media campaigns. Materials may be for general distribution or may target a specific audience. Grant funds may not be used to develop materials that replicate existing products that are available for purchase.
- **U&CF Demonstration Site** – Development of a site to demonstrate the proper tree maintenance, urban forestry best management practices and the benefits trees provide for our communities.

**Advocacy Group Development** – Development of a U&CF advocacy group such as a tree board, not-for-profit organization or volunteer U&CF stewardship group.

- **Advocacy Group**
  - Organizational development, policy & procedures and promotional materials.
  - Professional facilitation for organizational development.
- **Volunteer U&CF Stewardship Group**
  - Organizational development, policy & procedures and promotional materials.
  - Tools, personal protective equipment and clothing.
- **Not-for Profit Organization**
  - Cost to develop and file not-for-profit legal standing of an urban forestry advocacy organization.
  - Professional facilitation for organizational development.
  - Not-for-profit training and education for staff.
  - Accounting or management software.
  - Accounting or management consulting.

## **Multi-Phase/Year Projects**

There may be financial or sound management reasons to phase projects such as a complete tree inventory over several years. Multi-year projects will be considered.



## **Project Area & Impact**

Your project may work in single community or across multiple communities. For projects that impact multiple communities, define the limits of project area by County(s), NCFS District or Region. Investigate and provide population demographics and partners within the project area and work inclusively to involve all the community population and partners in the project.

## **Proposal Review Criteria**

Proposals will be reviewed by a committee of NCFS staff and NC Urban Forest Council members. Members will score each proposal on the following criteria and the highest scoring projects will be awarded a grant based on project merit and available funding.

- ✓ **Project Need & Objectives** – Well defined, measurable, otherwise unachievable without grant.
- ✓ **Strategy/Methods/Timeline** – Logical, organized, timely and achievable.
- ✓ **Budget** – Based on sound time and expense estimates, quotes for services/products and actual organizational costs.
- ✓ **Partners: Public, Stakeholders and Partners** – Is the general public involved? Are all the stakeholders accounted for and involved? Are partner organizations part of the project?
- ✓ **Outreach (Underserved/At Risk/Environmental Justice)** – Underserved Community involved in project, At Risk Population included in project, Located in an Environmental Justice Community.
- ✓ **Final Products and Accomplishments** – Products & Accomplishments clearly address need(s).
- ✓ **Products** – Project results in a product that is repeatable, widely distributable and/or results in a U&CF demonstration site.
- ✓ **Information & Education Merit** – Project includes repeatable and widely distributable U&CF information and education.
- ✓ **Urban Forestry Merit** – The project includes arboricultural, urban forestry, forestry, BMPs/Benefits promoting sustainable urban forest management.
- ✓ **Professional Guidance** – Project includes an urban forestry professional; NCFS Ranger/Forester, City/ Town Forester, Credentialed Consulting Arborist/Forester.
- ✓ **Business & Professional Promotion** – Project promotes green industry business, professionals, includes professional continuing education credits.
- ✓ **Project Area/Population Served** – Serves one or multiple communities.
- ✓ **Sustainability** – Project results in a deliverable/product that sustainable without further grant assistance.

## IV. Proposal Instructions

Your proposal includes **5 parts**: 1. **Proposal Narrative**, 2. **Project Schedule**, 3. **Budget Proposal** and 4. **Grant Application** and 5. **Supplemental Documentation**. **Proposals not formatted according to these instructions may be rejected without notice.**

All required forms can be found on the NC Forest Service Website at:

[https://ncforestservice.gov/Urban/urban\\_grant\\_program.htm](https://ncforestservice.gov/Urban/urban_grant_program.htm)

1. **Proposal Narrative** The narrative section is limited to **a maximum of 4 typewritten, double-spaced pages**, not including supplemental documentation. The narrative should be specific and to the point.

**Project Title:** A short, but descriptive title.

**Background:** Briefly describe your community, agency or organization's current community forestry program/activities.

**Statement of Need:** Explain the needs you have identified that your project will address; Project area, Management and/or Educational & Outreach needs and the population demographics to be served.

**Goal/Objectives:** Briefly introduce what your plan will accomplish by organizing you project into the Goal(s) and major project Components if necessary such as tree inventory and analysis, tree ordinance, Arbor Day Festival, educational brochure, etc. Provide a bulleted list of objectives for each Component in order of priority. Objectives must be measurable and attainable within the contract period.

**Project Managers, Partners and Supporters:** Provide the primary contact (name, title and brief description of qualifications), for each individual responsible for: (1) overall project management; (2) financial/contractual matters; (3) technical matters; (4) project partners; (5) project supporters; and (6) volunteers. Describe the roles of partnering organizations/agencies and volunteers.

**Strategy/Methods:** Provide a narrative detail describing the project implementation strategy, listing activities (or steps) that will take place to achieve the stated project Component objectives and referencing/following your Project Schedule/Timeline.

**Promotion, Impact & Future Plans:** Highlight how this project will be communicated to the public, stakeholders, public officials, targeted groups, etc. Describe how the project will further the goal of the community(s) achieving sustainable urban forest management: Managing or Tree City USA designation. Describe the long-term impact this project will have in the community, any impact the project will have on public education concerning urban forestry, and what future plans or projects will arise from this project.

**Outreach:** Describe any specific strategies to reach out to and include underserved populations and those with the greatest need, and how they will benefit from this project.

**Final Products and Accomplishments:** Provide a bulleted list of measurable accomplishments and/or final products which will result from completion of this project and will be submitted in the final report.

2. **Project Schedule/Timeline** Using the form provided (refer to the sample for guidance), provide the project outline, with the project steps: what will be done, who will do it, when it will be done, and accomplishments upon completion of each step (that is, significant events, deadlines, responsible parties, and measurement of success). All major activities listed must occur within the Grant Contract term (1 September 2021 – 31 July 2022) whether funded by the grant or with matching funds and should be represented in the budget.
3. **Budget Proposal** Complete the NCFS U&CF Grant Proposal Budget worksheet. Use the Example worksheet as a guide. Each major project Component from the proposal narrative **must** have the corresponding budget Component, such as tree inventory and analysis, tree ordinance, Arbor Day Festival, educational brochure, etc.: an itemized budget of all activities to be completed for each Component, a description, Units and Unit Cost for each Grant Funded Activity requested and the corresponding Cash Match Activity and In-kind Match Activity.  
  
Budget estimates and match values must be reasonable and directly related to accomplishing the project objective. All expenditures must occur within the grant contract term and should be represented in the timeline.
4. **Application Form** Complete **All fields** on the Application Form and be sure that the authorizing signatures are in blue ink.
5. **Supplemental Documentation** *Does not count toward 4-page narrative limit*

**Location Map and Site Plan:** This is required for all demonstration and site-specific projects, including tree planting. Include a general location map and a site plan for all on-the-ground projects. The site plan may be a sketch but should be detailed enough to show what you propose to accomplish.

**Supporting Documents:**

- ✓ Letters from Partners detailing their project responsibilities and commitment to fulfill their responsibilities within the Grant Project timeline.
- ✓ Letters of support.
- ✓ Sample documents, photos, etc. may also be included.
- ✓ Draft Position Description or Professional Services Contract, including Qualifications: This is required if grant funds will be used for funding a staff position, including interns.

## V. INFORMATION AND SUBMISSION

For additional information about this program or for guidance in completing a proposal contact your County Ranger and/or NC Urban Forestry at 919.857.4841.

### Additional Sources of Assistance:

- NC Forest Service County Rangers and District Foresters
  - [https://www.ncforestservice.gov/contacts/contacts\\_main.htm](https://www.ncforestservice.gov/contacts/contacts_main.htm)
- County Extension Agents and Master Gardeners
- NC Urban Forest Council
  - <https://www.ncufc.org/>
- Private consultants – foresters, arborists, landscape architects, landscape contractors

## APPLICATION DEADLINE 5:00 pm, March 31, 2021

### Proposal Submission

Send (USPS, FedEx or UPS) or hand-deliver 2 original bound (not stapled, paper or binder clipped) hardcopies of your proposal and a PDF digital copy consisting of:

1. **Application Form** (signed in blue ink by an authorized representative of the agency or organization)
2. **Proposal Narrative**
3. **Project Schedule**
4. **Proposed Budget**
5. **Supplemental Documentation**

### Addressed to:

North Carolina Forest Service  
2021 Urban and Community Forestry Grant Program

### Federal Express/UPS Deliveries

512 N Salisbury Street  
Archdale Building, 10th Floor  
Raleigh, NC 27604-1170

### U.S Mail

1616 Mail Service Center  
Raleigh, NC 27699-1600

Hand deliver to Archdale Building, 10th Floor, Suite 1019

**FAXED PROPOSALS WILL BE ACCEPTED**

PLEASE NOTE: USPS takes a minimum of 2 extra days to be delivered to this location. Priority mail or any kind of expedited USPS delivery is not delivered directly to the Archdale Building, therefore FedEx or UPS is recommended where time is of concern.